

# **Appendix D**

## Application Forms



**Attach to Your Grant Application  
Documentation of  
Notification of the Availability of  
Grant Funds to Cities  
Within Your Jurisdiction**

**FORM  
CPG-A**

DEPARTMENT OF ECOLOGY  
WASTE MANAGEMENT GRANTS  
**APPLICATION FOR  
COORDINATED PREVENTION GRANT**

January 1, 2000 - December 31, 2001

**FOR ECOLOGY USE ONLY**

Application No. \_\_\_\_\_

**(1) TYPE OF APPLICATION**

**(1a) Format**

(Check Only One)

☐ Unified

☒ Package

**(1b) Application Type(s)**

☐

Regular

☐

Emergency

**(2) APPLICANT INFORMATION**

Congressional District No. \_\_\_\_\_ Washington Legislative District No. \_\_\_\_\_

Water Resource Inventory Area (Name & Number): \_\_\_\_\_

(Refer to Map)

**TYPE OF APPLICANT**

☐ County

☐ City

☐ Health District/Department

☐ Other

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Department: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_

Phone/FAX: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**(3a) FINANCIAL INCENTIVE SELECTED**

Unified Requests Only

☐ Lower Match (Does not apply to economically disadvantaged counties)

☐ Larger Ecology Grant

**(3b) TOTAL FUNDING REQUEST**

Ecology Fund	Total Project Cost	Total Grant Amount	LOCAL MATCH	
			Cash	Interlocal Cost
LTCA				
<b>Total Request:</b>				

**CERTIFICATION AND AGREEMENT**

The undersigned representative certifies that the information submitted herewith is true and correct to the best of their knowledge and belief, and that they are authorized to submit this application.

The applicant agrees that if a grant is awarded on the basis of this application or any revision or amendment thereof, it will comply with all applicable statutory provisions, and with the applicable terms, conditions, and procedures of the Department of Ecology grant regulation and of the grant agreement.

**Applicant Name & Title**

**Signature**

**Date**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**CERTIFICATION AND AGREEMENT**

Unified applications must show the signatures of the authorized officials for the county, health district/department, any city with its own solid or hazardous waste management plan, and any lead implementing agency designated in the adopted hazardous or solid waste management plan.

Package applications will include two or more separate applications. Each application must show the signature of the authorized official for the applying jurisdiction.

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**Additional Signatures:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Instructions for FORM CPG-A

### (1) TYPE OF APPLICATION

(1a) FORMAT - - Is this a unified or package application? CHECK ONE.

(1b) APPLICATION TYPE:

Regular - Applications may be submitted during the application period.

Emergency - Applications may be submitted at any time. They must be funded by LTCA. Contact your Grant Project Officer before submitting an emergency application.

### (2) APPLICANT INFORMATION

Fill in the Congressional District No., Washington Legislative District No. , and the Water Resource Inventory Area. If there is more than one district/area involved, please include ALL districts/areas that apply.

(Designating the Water Resource Inventory Area (WRIA) will aid Ecology's efforts to approach environmental needs on a watershed-wide basis. See the map on the last page of this appendix to locate your jurisdiction's area. If you are still unsure which area to designate, please call the Solid Waste & Financial Assistance Program at (360) 407-6064.)

Type of Applicant: Check the box(es) that apply to your jurisdiction. (Unified application -- may check more than one box. Package application -- check only one box.) If OTHER, write in the type of agency.

Show the name and mailing address of the applying jurisdiction, and if applicable, which department is involved.

The Preparer is the person who has prepared this application. It should be someone who will be able to answer questions Ecology may have about the information on the application forms.

### (3a) FINANCIAL INCENTIVE SELECTED

Financial incentives are only available to those jurisdictions who submit a unified request. Indicate if you wish to receive a lower match percentage or a larger Ecology grant as your incentive. Economically disadvantaged counties can only apply for a larger Ecology grant. Solid Waste Enforcement monies are only eligible for a lower match percentage. *(To find out how much you can receive for either of these incentives, see Table 5-3: State Share/Local Match Funding Requirements in Chapter 5.)*

### (3b) TOTAL FUNDING REQUEST

Before you can complete this section, you will need to work up your project requests (Form CPG-B) and budgets by object (Form CPG-B-1).

#### Total Project Cost

This is the total of all of those costs that are allowable for funding by a coordinated prevention grant. NOTE: Even though a cost may be allowable under CPG, it may not be eligible because of budgetary or other statutory limitations. *(See Administrative Requirements for Ecology Grants and Loans, WDOE 91-18.)*

#### Total Grant Amount

This is the part of the project cost that will be borne by Ecology.

#### Local Match

Local match is the part of the project cost that will be borne by the applicant. You can meet the local match amount in two ways:

- Cash is any cash outlay for the project, regardless of the source of the funds, for direct costs of goods and/or services, salaries and benefits of employees, overhead costs, and payments made to contractors.
- Interlocal cost is an in-kind contribution made to a project by another government, according to a valid written agreement (such as an Interlocal Agreement) between the contributor and the grant recipient. The agreement must detail the work to be accomplished, the goods and services to be provided, and their value.

#### Total Request

This is the total of all costs shown on the Project Requests supported by this application (total of all CPG-B forms).

**(1) AGENCY NAME & ADDRESS** \_\_\_\_\_  
**Contact Name & Phone/FAX/E-Mail** \_\_\_\_\_  
**Federal Tax Identification No.** \_\_\_\_\_

**(2) TYPE OF PROJECT**

TYPE OF PROJECT (Check One Only)

- ☐ Hazardous Waste Planning (HWPE)  
☐ Household Hazardous Waste Implementation (HHWI)  
☐ Household Hazardous Waste Collection & Disposal (HWCD)  
☐ Small Quantity Generator Implementation (SQGI)  
☐ Moderate Risk Waste - Capital (MRWC)  
☐ Solid Waste Planning (SWP)  
☐ Solid Waste Enforcement (SWE)  
☐ Waste Reduction and Recycling - Activities (WRRRA)  
☐ Waste Reduction and Recycling - Capital (WRRRC)  
☐ Ground Water Monitoring Wells (GWMW)  
☐ Biomedical Waste (BMW0)

☐ NEW PROJECT ☐ PROJECT CONTINUATION FROM 1998-99 GRANT

**(3) PROJECT SCHEDULE START** \_\_\_\_\_ **END** \_\_\_\_\_

<b>(4) PROJECT TASKS</b>	<b>TOTAL TASK COST</b>	<b>TOTAL GRANT AMOUNT</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
<b>TOTAL:</b>		

**(5) PROJECT FUNDING REQUEST BY FUNDING SOURCE**

			<b>LOCAL MATCH</b>	
Ecology Fund	Total Project Cost	Total Grant Amount Requested	Cash	Interlocal Cost
LTCA				



PROJECT NARRATIVE AND JUSTIFICATION

Agency Name: \_\_\_\_\_

Type of Project: \_\_\_\_\_

Describe the environmental problem/issue that needs to be addressed:

1. PROJECT TASK: (Name of Task)

Maximum Eligible Cost:

Schedule: (Begin and End Dates)

Goal Statement: (Described in relationship to the environmental problem/issue)

Consistency with Plan: (Describe or reference where in your plan that the project is identified)

Project Description: (Describe scope of work and inputs that will be invested in the project)

Expected Outcomes/Impacts: (Explain what will happen if the project is successful)

For Solid Waste Enforcement Grants ONLY. Estimate the percentage of solid waste enforcement activities that will be funded by this Coordinated Prevention Grant.

## **FORM CPG-B**

### **Project Request Form**

You need to fill out a separate project request form for each type of project for which you are requesting funding. So, if you are requesting funding for hazardous waste planning and household hazardous waste implementation, you will need to complete two forms. **You will need to know your budget object figures to finish this form; we suggest you complete the Expenditure Budget by Task (Form CPG-B-1) first.**

#### **(1) AGENCY NAME & ADDRESS/Contact Name & Phone/FAX/E-Mail**

Write in the name and address of the agency doing the project and the name and phone/FAX/E-Mail number of the person Ecology will directly work with on this project. Include the agency's Federal Tax Identification Number.

#### **(2) TYPE OF PROJECT**

Check the appropriate box identifying the Type of Project being applied for. Complete a separate FORM CPG-B for each Type of Project. Identify whether you are applying for a new project or continuing a project from the previous CPG grant cycle.

#### **(3) PROJECT SCHEDULE START & END**

Show the project start and end dates.

#### **(4) PROJECT TASKS**

Show the tasks needed to complete this project, or that need to be done during this two-year period for a longer-term project. It will help to review the eligible project costs shown in the CPG guidelines.

##### Total Task Cost

Show the total cost for each task.

##### Total Grant Amount

Show the amount requested from Ecology for each task of the project.

#### **(5) PROJECT FUNDING REQUEST BY FUND SOURCE**

This block shows where the money for this project will come from and how much you are supplying as match.

## PROJECT NARRATIVE AND JUSTIFICATION

Using FORM CPG-B, provide a project narrative on the following points.

- 1) What is the environmental problem/issue?
- 2) Describe the goal of the waste management project in relation to this problem/issue.
- 3) Describe where in your Comprehensive Solid Waste Management Plan or your Hazardous Waste Plan that the project is identified.
- 4) Describe activities of the project at a task level. Show a budget for each task.
- 5) Describe the inputs (staff time, contracts, equipment, information/education material, plans, etc.) that will be invested in the project.
- 6) Explain what will happen if the project is successful. Describe the time frame. Describe the expected impacts/outcomes. Try to include quantitative information, if measurable. For example, 100 tons of waste will be diverted from disposal; the recycling rate will increase by 10%.
- 7) (*Applies only to Solid Waste Enforcement grants.*) Estimate the percentage of solid waste enforcement activities that will be funded by this Coordinated Prevention Grant. (Example: "This Coordinated Prevention Grant will fund approximately \_\_ percent of the solid waste enforcement activities for our department/district over the grant period.")

The information provided in this application will be used to develop a scope of work formatted similar to the sample grant agreements in Appendix F.

EXPENDITURE BUDGET BY TASK

Agency Name \_\_\_\_\_ Type of Project \_\_\_\_\_

PROJECT TASK	TASK COST	SALARIES AND BENEFITS	GOODS AND SERVICES	TRAVEL	CONTRACTS	EQUIPMENT	INTERLOCAL	OVERHEAD
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
TOTAL PROJECT COST:								
TOTAL GRANT AMOUNT REQUESTED:								



## **Form CPG B-1**

### **Expenditure Budget by Task**

This form is a tool to be used in developing budgets for projects. It should be completed before filling out the Project Request. (*See Administrative Guidelines for Ecology Grants and Loans, WDOE 91-18, for further explanation of budget by task.*)

- **AGENCY NAME/TYPE OF PROJECT**

Enter name of agency doing project and type of project from categories shown on the Project Request form (FORM CPG-B).

- **PROJECT TASK/TASK COST**

Enter for each project task the total task cost and the cost by object of expenditure.



**FORM  
CPG-C**

**PACKAGE APPLICATION  
SUMMARY FORM**

**(Not required if a Unified Application is submitted.)**

County Name: _____			
Applicant	Total Request	Ecology Grant	Local Match
1?			
2?			
3?			
4?			
5?			
6?			
7?			
8?			
9?			
10?			
11?			
12?			
13?			
14?			
15?			
16?			
TOTAL:			



## **FORM CPG-C**

### **Package Application Summary Form**

To be filled out by the county submitting the package of separate applications. For each separate application show the applicant's name, total cost of all requested projects, total Ecology grant requested, and total local match